

## Assignment 2

Textbook Assignment: "Management of the Office of the Chaplain." Pages 3-1 through 3-32

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<hr/> <p>Learning Objective: Describe the basic management resources and techniques available to the manager in the office of the chaplain.</p> <hr/>	
2-1. The central most important managerial task of leading RPs is to	2-5. Whenever possible, constructive criticism should be given under which of the following circumstances?
1. maintain equipment	1. In the form of a reprimand
2. perform worship support functions	2. In the form of punishment
3. assume the role of assistant chaplain	3. By restricting a person's liberty
4. supervise and train assigned personnel	4. In private
2-2. Personnel assignments of RPs are made by	2-6. Guidance in maintaining training records is contained in Chapter 10 of which of the following references?
1. the Chief of Naval Operation	1. OPNAVINST 1510.5 (Training in the Navy)
2. the Naval Military Personnel Command (NMPC)	2. OPNAVINST 1515.3 (Training Procedures)
3. the Enlisted Personnel Management Center (EPMAC)	3. OPNAVINST 3120.32 (Standard Organization and Regulations of the U.S. Navy (SORM))
4. Both NMPC and EPMAC	4. CNETINST 1510.5 (Procedures for Maintaining Training Records)
2-3. After priority manning of RPs has been completed, the remaining billets are filled on what basis?	2-7. A good manager should follow which of the following procedures to counteract transfers, leave, and hospitalization of personnel?
1. The Navy Manning Plan (NMP)	1. Occasionally rotate assigned personnel in the various jobs
2. Billeting	2. Train a "relief" RP
3. Fair share	3. Fill in himself/herself
4. Manpower authorization	4. Initiate a request for an increase of authorized billets
2-4. In order to guide assigned personnel in the performance of their duties, the leading RP should take which of the following actions?	2-8. Which of the following methods has proven to be most effective in ensuring that each individual clearly understands the job assignment?
1. Observe closely their day-to-day activities	1. Repeat the assignment several times
2. Identify any weaknesses that may exist	2. Have personnel recite the assignment
3. Recognize any poor work habits that may develop	3. Have the commend chaplain dictate the assignment
4. All of the above	4. Put the assignment in writing

2-9. When jobs are being assigned, past experience has indicated that an uneven workload affects personnel in which of the following ways?

1. Presents a challenge to the worker
2. Workers feel it is to be expected
3. Lowers worker's morale and decreases office productivity
4. Improves worker's morale and office productivity

2-10. When the layout of the office is being planned, which of the following actions should the leading RP consider paramount?

1. Considering the workflow
2. Locating his/her own desk at the front of the office
3. Locating his/her own desk in a private office
4. Considering the preferences of the personnel

2-11. The appearance of the office reflects the caliber of work being accomplished by the office force.

1. True
2. False

2-12. Effective management of time involves which of the following considerations?

1. Establishing priorities
2. Delegating work properly
3. Clearly defining individual jobs
4. All of the above

2-13. Whenever a supervisor is new in an assignment, and the current management system is not fully understood, which of the following actions would be appropriate?

1. Overhaul the system immediately and implement your own system
2. Reassign senior personnel
3. Reassign junior personnel
4. Do not react to first impressions, but study the situation before making sweeping changes

2-14. All EXCEPT which of the following procedure must be employed to provide good supervision?

1. Ensuring that personnel are time conscious
2. Planning workload to ensure efficient use of time
3. Personally checking all work
4. Establishing priorities

WORK WHICH SHOULD BE ACCOMPLISHED DAILY.	(PRIORITY I)
TASKS WHICH HAVE ESTABLISHED DEADLINES.	(PRIORITY II)
WORK OF A ROUTINE NATURE WHICH CAN BE ACCOMPLISHED AS TIME PERMITS.	(PRIORITY III)

Figure 2-1

IN ANSWERING QUESTIONS 2-15 THROUGH 2-18, REFER TO FIGURE 2-1 . SELECT THE PRIORITY UNDER WHICH THE TYPE OF WORK DESCRIBED IN THE QUESTION WOULD BE CLASSIFIED.

2-15. Ordering ecclesiastical appointments.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-16. Typing a baptismal certificate.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-17. Completing a statement of operations and net worth.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-18. Filing correspondence according to SSIC numbers.

1. PRIORITY I
2. PRIORITY II
3. PRIORITY III

2-19. Prioritizing enables the leading RP and staff members to make which of the following accomplishment?

1. Fulfillment of primary responsibilities
2. Meeting deadlines
3. Easier completion of assigned tasks in a timely manner
4. Each of the above

- 2-20. A facilities usage schedule should be maintained for what primary purpose?
1. To conserve energy
  2. To expand the scope of the command religious program
  3. To ensure that DOD requirements are met
  4. To ensure that scheduling conflicts do not occur

- 2-21. Many times a problem brought to the attention of the chaplain may be quite serious because military personnel and their dependents may not seek assistance from the chaplain until the problem has become more complicated.

1. True
2. False

- 2-22. Why is it so necessary for the receptionist in the office of the chaplain to be able to work calmly under pressure?

1. The office is normally very busy
2. More work can be accomplished
3. Emergences must frequently be handled by the receptionist
4. The chaplain may not be available

- 2-23. It is particularly important to alert the chaplain or coworkers quickly when dealing with which of the following types of emergencies?

1. Domestic emergencies only
2. Possible suicide attempts only
3. Bomb threats only
4. All types of emergencies

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Learning Objective: Determine the purpose and use of the Navy Directives Issuance System; identify the characteristics of instructions, notices, and change transmittals; determine the use of each one.

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- 2-24. Naval policies, procedures, and information are conveyed through the use of directives by the
1. Naval Directives Issuance System
  2. U.S. Congress
  3. Department of Defense
  4. Chief of Naval Information (CHINFO)

- 2-25. What three types of directives are used in the Navy?

1. Instructions, notices, and bulletins
2. Instructions, bulletins, and orders
3. Instructions, notices, and change transmittals
4. Bulletins, orders, and directives

- 2-26. A Navy instruction is what type of Navy directive?

1. One that requires continuing action
2. One that is issued by the Chief of Naval Operations
3. One that is classified
4. One of brief duration

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IN ANSWERING QUESTIONS 2-27 THROUGH 2-30, DETERMINE FROM THE ACTION OR INFORMATION IN EACH QUESTION THE TYPE OF NAVAL DIRECTIVE THAT SHOULD BE ISSUED.

- 2-27. All ship and submarine commanding officers must report immediately any sightings of hostile ships or aircraft.

1. Instruction
2. Notice
3. Change transmittal

- 2-28. Ships of task force 12.2 must make intelligence gathering reports to CTF 12.2.

1. Instruction
2. Notice
3. Change transmittal

- 2-29. The Religious Program Specialist (RP) rating was established effective 15 January 1979.

1. Instruction
2. Notice
3. Change transmittal

- 2-30. In SECNAVINST 5210.11, page 14, line 4, change sentence to read . . . .

1. Instruction
2. Notice
3. Change transmittal

- 2-31. Naval directives that are issued to a command by a higher echelon must be promulgated exactly as they are received.

1. True
2. False

2-32. After directives have been received and routed, they should be filed in what way?

1. Chronologically by date of issue
2. Chronologically by date of receipt
3. Alphabetically by originator
4. By SSIC number

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Learning Objective: Identify the duties of the Command Religious Program manager regarding the preparation and submission of reports.

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2-33. Reports made to higher echelons of command are the only means of exercising command and control.

1. True
2. False

2-34. A tickler file is recommended to reflect which of the following information?

1. Correspondence to be answered
2. Appointments of the chaplain
3. Reports due
4. Record of visitors to the office of the chaplain

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Learning Objective: Identify the types of publications that are pertinent to the Command Religious Program; determine how they are used and how they should be stored.

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2-35. Which of the following statements is correct regarding publications?

1. A copy of all publications pertinent to the Command Religious Program must be kept in the Office of the Chaplain
2. RPs should have a general knowledge of all pertinent CRP publications
3. Most CRP publications are classified
4. Each of the above

2-36. Which of the following procedure should be followed when CRP publications are taken on loan from the office?

1. The borrower's I.D. number and name should be recorded
2. A list of books on loan should be maintained
3. A GSA Form 23 should be filled out
4. Each of the above may be used

2-37. "Pen and ink" changes are made to publications under which, if any, of the following circumstances?

1. Only when the change is for a short period of time
2. Only when the change is authorized by the Secretary of the Navy
3. Only when the change involves a few words or sentences
4. Never

2-38. Which of the following types of changes to an instruction should be noted in the "Record of Changes" page of the Duplication?

1. Page changes only
2. Pen and ink changes only
3. Both page and pen and ink changes
4. Interim changes

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Learning Objective: Determine procedures to be followed in the management of naval communications, such as letters, pastoral and professional correspondence, and messages.

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2-39. The first step in letter preparation is to have a clear understanding of the objective(s) of the letter.

1. True
2. False

2-40. A letter to one addressee dealing with several subjects would be preferable to several letters to one addressee.

1. True
2. False

2-41. A topic sentence must always be placed at the beginning of a paragraph.

1. True
2. False

2-42. The sentence in a paragraph that makes a general statement about the material to be discussed in the paragraph is known as the

1. transition sentence
2. summary sentence
3. topic sentence
4. main sentence

- 2-43. In a well organized paragraph, the sentences may be arranged in what order?
1. Chronological order only
  2. Place order only
  3. Logical order only
  4. Chronological, place, or logical order
- 2-44. In pastoral correspondence, since the chaplain's pastoral role rather than naval officer role is primary, the signature of the chaplain may be followed by what title/designation?
1. CHAPLAIN, U.S. NAVY
  2. OFFICIAL RANK; U.S. NAVY
  3. OFFICIAL RANK; FAITH GROUP DESIGNATION
  4. CHAPLAIN; FAITH GROUP DESIGNATION
- 2-45. A naval message is used only to transmit classified information.
1. True
  2. False
- 2-46. Naval messages are prepared in accordance with communication instructions issued by the
1. commanding officer
  2. Naval Communications Area Master Station (NAVCAMS)
  3. Director of Naval Communications (DNC)
  4. Chief of Naval Operations
- 2-47. The releasing authority of a naval message is always the commanding officer?
1. True
  2. False
- 2-48. What person/activity is considered to be the originator of a naval message?
1. The drafter
  2. The communications officer
  3. The releasing officer
  4. The command
- 2-49. What form should be used when naval messages are being prepared for transmission?
1. DD Form 115
  2. DD Form 173
  3. DD Form 188
  4. DD Form 1250
- 2-50. What notation is used to identify all naval messages?
1. Subject line
  2. Originator's address
  3. Date-time group
  4. SNDL code
- 2-51. Specific details for security in handling message traffic are contained in which of the following references?
1. ONAVINST 5510.1 (Department of the Navy Information and Personnel Security Program Regulation)
  2. DODINST 5210.6 (Information Security in the Armed Forces)
  3. OPNAVINST 3120.32 (Standard Organizaion Regulations of the U.S. Navy (SORM))
  4. Naval Telecommunications Publication (NTP) 13.
- 2-52. Which of the following information would be indicated by the precedence category of a message?
1. The originator's desired speed of delivery
  2. The relative order of processing and delivery the message should receive
  3. The relative significance the addressees should assign to the message
  4. All of the above
- 2-53. Messages are classified under what total number of precedence categories?
1. Two
  2. Four
  3. Six
  4. Eight
- 2-54. A message which has been assigned "ROUTINE" precedence should be delivered within what maximum period of time?
1. 6 hours
  2. 12 hours
  3. 24 hours
  4. 48 hours
- 2-55. A message which has been assigned "PRIORITY" precedence should be delivered within at least what period of time?
1. 1 hour
  2. 2 hours
  3. 3 hours
  4. 4 hours
- 2-56. Messages concerning which of the following subjects would NOT normally be assigned "IMMEDIATE" precedence?
1. Reports of widespread civil disturbance
  2. Requests for distress assistance
  3. Amplifying reports of initial enemy contact
  4. Immediate movement of naval, air, or ground forces

2-57. Which of the following types of abbreviation is permissible in the text of a naval message?

1. Those having meanings which are self-evident
2. Those which are recognizable by virtue of long-established usage
3. Administrative or technical material containing authorized abbreviation when persons familiar with the abbreviation will be the only ones handling the message
4. Each of the above

2-58. Incoming messages should be monitored by the leading RP at least how often?

1. Hourly
2. Daily
3. Weekly
4. Monthly

2-59. When an emergency occurs at the home of a servicemember, which of the following actions should be taken?

1. A copy of the AMCROSS message should be delivered to the Office of the Chaplain
2. The member should be notified of the contents of the AMCROSS message
3. The division officer/department head of the member should be made aware of the situation
4. All of the above

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Learning Objective: Determine procedures to effect maintenance actions in the management of Command Religious Program equipment.

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2-60. Specific information concerning the humanitarian transfer of personnel is contained in

1. The Enlisted Transfer Manual, NAVPERS 15909, Chapter 18
2. NMP Manual Article 3420180. Para 4(b)
3. Joint Travel Regulations, NAVPERS 15992
4. Comptroller's Manual, DOD 7010, Chapter 6

2-61. If a maintenance action is required aboard ship, such as a major repair of a piece of equipment, the leading RP should submit what type of request to the repair officer?

1. OPNAV 4790/2K
2. NAVFAC 9-11014/TF-1
3. OPNAV 4790/2L
4. A memorandum

2-62. The OPNAV 4790/2L is used for which of the following purposes?

1. As a maintenance document aboard ship only
2. To amplify the OPNAV 4790/2-K
3. To replace the NAVFAC 9-11014/TF-1
4. Each of the above

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Learning Objective: Outline procedures that should be followed in procuring the services of auxiliary chaplains, contract chaplains, clergy for occasional ministries, and lay readers.

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2-63. Final approval for the services of an auxiliary chaplain must be given by which of the following officials/officers?

1. Chief of Chaplains (OP09-G)
2. Chief of Naval Personnel (PERS 401)
3. Commanding Officer
4. All of the above

2-64. Procedures for employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries are set forth in what instruction?

1. SECNAVINST 1730.7
2. SECNAVINST 1730.3
3. OPNAVINST 7010.4
4. NMPCINST 1000.7

2-65. Lay readers are appointed by what official?

1. Command chaplain
2. Commanding officer
3. Chief of Naval Operation
4. Chief of Chaplains

2-66. The duration of appointment of lay readers is indicated in what instruction?

1. SECNAVINST 1730.3
2. OPNAVINST 1730.1A
3. SECNAVINST 5420.2
4. OPNAVINST 1730.8